

Class Jobs

Your first task is to author a comprehensive “job description” (apart from the below) of your duties. This may be an outline, “job posting” format, or rubric. It should include both concrete and abstract results of your job duties and how your success should be measured. You may also propose recommended rewards for a job well done and/or consequences for failing to perform job.

Wordsmith: maintain a “word wall” (class-specific or with other classes); track words discussed in class; differentiate general vocabulary words from English Language and Composition terms (2 people)

Manager of Standards and Objectives: compile main learning targets/objectives every class; track course objectives as they are covered (number of times, to what extent, what lessons/activities accompany them) (2 people)

Environmental Control: maximizes the comfort and learning potential of the environment through light, sound, degree of clutter/trash, and other sensory experience (2 people)

Minister of Culture: responsible, with “Environmental Control” for seat arrangements and more “abstract” aspects of the class environment: respect for others, degree of sharing and friendship, level of stress/confusion, and any concerns students have about the course or teacher. This includes “ombudsman” responsibilities—reporting concerns to the teacher and fielding multiple requests, turn-ins, etc. to a streamlined process from class to teacher. (1 – 2 people)

Board Monitor: erases notes/information from any previous class; ensures current date, agenda, homework, and daily objectives; posts a relevant quotation each class (2 people)

Visual documentarian: gathers information from notes in class and represents visually. The results should be able to be displayed in class or on a shared class webpage (or wiki) (3 – 4 people)

Designer: Manages activities of Wordsmiths, Visual documentarians, Board Monitors, Manager of Standards and Objectives, Environmental Control, and Minister of Culture with the aim of creating comprehensive visual “theme” or organization.

Written documentarian: works on team to write down, for whole class use, all activities (verbal and non-verbal) in class (3 people)

Written documentarian manager: works with team to divide note-taking responsibilities—dictation, outlining, arranging, identifying key concepts, clarifying, recording class discussion, etc. (1 person)

Secretary: records board configuration (agenda, objectives, homework, including any changes that occur before the end of class) and gathers handouts for any missing students; may want to create a “model binder” in cooperation with “Written Documentarian Manager”. (1 – 2 people)

Master of Attendance: reports, at an appropriate time (after the bell and when the teacher can record absences), the names of absent students. Also tracks “tardies”. (1 – 2 people)

Minister of Bureaucracy: ensures any school-wide activities that are carried out through English class are done so in a timely and efficient manner. This management includes voting for student officers and homecoming, distribution of handouts/booklets, and managing any specific handouts/bureaucratic procedures specific to class. Your first task is proofreading this handout and making any suggestions for revision/clarification. (1 – 2 people)

Class Mayor/Manager/CEO (name is choice of class): responsible for monitoring the carrying out of class positions; summarize the work products of all class workers (one- two times per grading quarter); manage “substitutions” when key positions are absent; alert teacher to needed positions or deficiencies; report on how the class could improve in its cooperation and culture (1- 2 people)

Technology Manager: ensures whole class participation (through announcements, marketing, rhetoric) in a “portal” to share information: may be a wiki, blog, or combination of web sources and in-class sources. Identifies technology needs in class and identifies ways technology can make class learning more fun and efficient. This position includes the responsibilities of a “webmaster” position. (1 – 2 people)

Project Manager: identifies key units as they are completed in class and works on best way to compile work of Secretary, Board Monitor, Visual and Written Documentarians, Technology Manager, and Manager of Standards and Objectives for the purposes of review, discussion, and study. (1 – 2 people)

Designated Risk Taker and Contributor: In class discussions, group discussions, or any oral class activities, when no one says anything (a possible solution to a problem, questions, counterpoints/arguments, possibly complaints or suggestions), this person will say something. Anything. Ideally these contributions will be productive, but they do not always have to be. This person’s ultimate goal is to make sure conversations don’t die. (2 people)